



ALABAMA DEPARTMENT OF TRANSPORTATION
Office of Fleet Management

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Robert Bentley
Governor

Willie Bradley
Fleet Manager

MEMORANDUM

TO: All State Agencies

FROM: Willie L. Bradley
State Fleet Manager

DATE: November 10, 2014

RE: New Vehicle Purchase Policy and Forms

Effective October 1, 2014 (FY 15), state agencies requesting to purchase new vehicles will not be required to consult with the Surplus Property Division of Alabama Department of Economic Development and Community Affairs (ADECA) prior to submitting a requisition for new vehicles to the Division of State Purchasing.

Vehicle requisitions submitted to State Purchasing will not require the ADECA Surplus Property Vehicle Purchase Form or the vehicle justification form (REV 02/11).

I appreciate your assistance in implementing this necessary change in the processes. If you need additional clarification, please contact the Office of Fleet Management at 334-260-5293.